

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Warning Letter (10 missed lessons)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This notice is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) has missed 10 lessons in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). This is the second step in the Wilvandee Attendance Policy. (see attachment) I will be in phone/personal contact with you to discuss this in the near future. Please note that students must attend lessons to meet course requirements. If your child continues to miss lessons further actions will be taken which may lead to an N-Determination.

Please sign and return to the school the attached form. Should you have any questions about this, please contact the school coordinator, course teacher or Head Teacher / Principal as soon as possible.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator ( \_\_\_\_\_\_\_\_ ) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal /H. Teacher ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF POOR ATTENDANCE**

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has missed 10 lessons and is in danger of not meeting course requirements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). I also understand that it is necessary for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) to attend all lessons in future or further actions will be taken which may lead to an N-Determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date